



MOBILITYHUBS

Connecting People & Places

PROGRAM OVERVIEW



Contents

EXECUTIVE SUMMARY	2
LIST OF ACRONYMS.....	3
PROGRAM BACKGROUND	4
Partner Agencies	5
ELIGIBLE ACTIVITIES.....	6
Non-Eligible Elements.....	9
APPLICATION PROCESS	10
Application Materials	10
Evaluation Criteria.....	11
Funding Award.....	12
FTA GRANT FUNDING APPROVAL	13
DEVELOPMENT PROCESS.....	14
Phase 1	14
Phase 2	15
CONTACTS AND LINKS	17

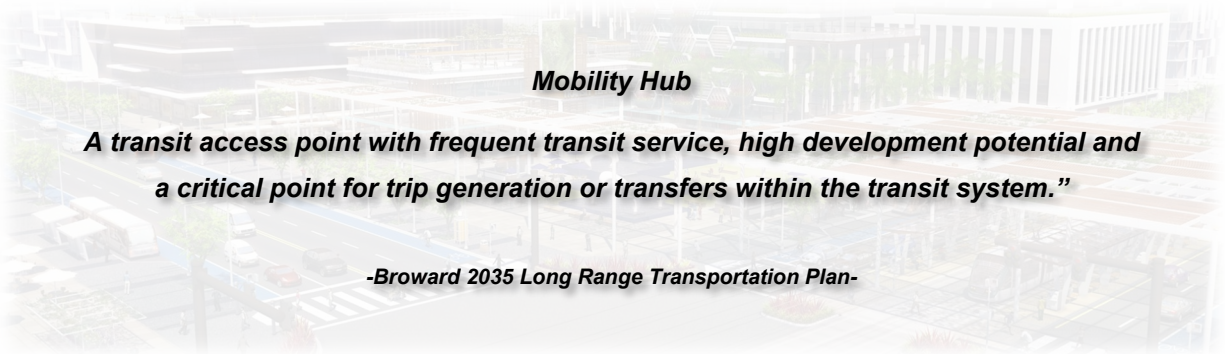
EXHIBITS

Exhibit 1: Fort Lauderdale Mobility Hub pavement upgrades and bicycle lanes	4
Exhibit 6: Examples of Eligible Mobility Hub Elements	7
Exhibit 7: Examples of Eligible Safety Elements.....	8
Exhibit 8: Examples of NON-Eligible Elements.....	9
Exhibit 11: Mobility Hub Development Process Phase 1	14
Exhibit 12: Mobility Hub Development Process Phase 2	15



Broward MPO

EXECUTIVE SUMMARY



Mobility Hub

A transit access point with frequent transit service, high development potential and a critical point for trip generation or transfers within the transit system.”

-Broward 2035 Long Range Transportation Plan-

MOBILITY HUBS WHAT'S IN IT FOR ME?

- WIDER VARIETY OF TRANSPORTATION CHOICES LOCATED AT ONE CONVENIENT PLACE
- INCREASES ACCESS TO LOCAL SHOPS & AMENITIES
- IMPROVES ACCESS TO PLACES OF EMPLOYMENT
- GREATER EQUITY & AFFORDABLE TRANSPORTATION FOR ALL
- STRENGTHENS SOCIAL FABRIC OF THE COMMUNITY

CONNECTING COMMUTERS SEAMLESSLY, SECURELY & SAFELY TO DESIRED DESTINATIONS.

Mobility Hubs: n. (moh-bil-uh-tee-hUHbz) places of connectivity where different modes of travel - walking, biking, transit, and shared mobility - seamlessly converge.

BrowardMPO.org MPO

Since the introduction of the Mobility Hub concept in 2009, the Broward MPO led the implementation of Mobility Hub improvements in several locations. More recently, the Broward MPO has developed the Mobility Hubs Program to develop a competitive grant program that will allow municipalities in Broward County to plan, program, and construct Mobility Hubs at a scale appropriate for their various communities.

The Mobility Hubs Program offers a unique opportunity for applicants to work directly with the Broward MPO as we work to accomplish its three main goals:

- Move People & Goods
- Create Jobs
- Strengthen Communities

This document is intended to provide applicants with the information required to put together a competitive Mobility Hub

application package and understand the process for evaluating and ranking the proposals, funding the Mobility Hubs plans and projects, and implementing the projects.

For any questions or concerns, please contact Chadwick Blue (bluec@broward.org).



LIST OF ACRONYMS

ADA	<i>Americans with Disabilities Act</i>
ALI	<i>Activity Line Item</i>
BCT	<i>Broward County Transit</i>
BMPO	<i>Broward Metropolitan Planning Organization</i>
CAP	<i>Corrective Action Plan</i>
DBE	<i>Disadvantaged Business Enterprise</i>
FDOT	<i>Florida Department of Transportation</i>
FSR	<i>Financial Status Report</i>
FHWA	<i>Florida Highway Administration</i>
FTA	<i>Federal Transit Administration</i>
LRTP	<i>Long Range Transportation Plan</i>
MMPL	<i>Multimodal Priorities List</i>
MPR	<i>Milestone Progress Report</i>
MTP	<i>Metropolitan Transportation Plan</i>
NEPA	<i>National Environmental Policy Act</i>
NTD	<i>National Transportation Database</i>
ROW	<i>Right of Way</i>
TIP	<i>Transportation Improvement Program</i>
TrAMS	<i>Transit Award Management System</i>



PROGRAM BACKGROUND

Mobility Hubs are transit access points with frequent transit service, high development potential, and a critical point for travel demand or transfers within the transit system. Mobility Hubs aim to integrate different modes of transportation (walking, bicycling, transit, and automobiles) with investments in infrastructure that maximize first- and last-mile connectivity.

Mobility Hubs help provide the physical framework for private investment in the redevelopment of surrounding properties. They emphasize pedestrian accessibility, support mixed-use development, and improve multimodal transportation connections that increase access to transit and decrease dependence on private automobiles.

The Broward MPO began to update the Mobility Hubs Program in 2017 and introduced a competitive grant process beginning in December of 2021. The Mobility Hubs Program offers an opportunity for applicants to work directly with the Broward MPO to further develop and enhance transit options in their local communities. The BMPO coordinates efforts among key stakeholders including partner agencies, private property owners, and municipalities to identify the locations for the implementation of Mobility Hubs in Broward County.

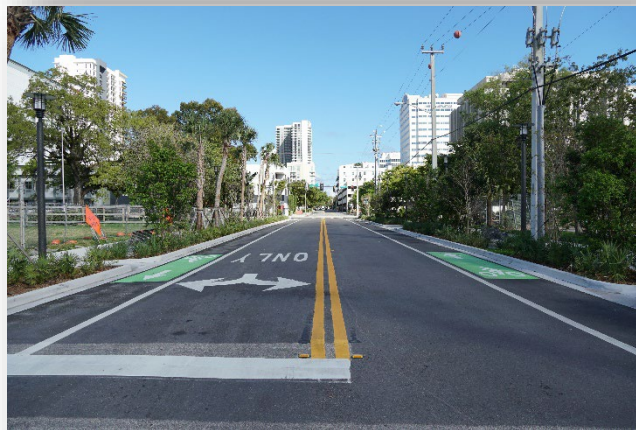


Exhibit 1: Fort Lauderdale Mobility Hub pavement upgrades and bicycle lanes



Partner Agencies

The Broward MPO works with local, state, and federal transit agencies in order to further advance the implementation of Mobility Hubs throughout Broward County.

Alongside the 31 municipal member governments, this list of partners includes:

Broward County Transit (BCT)

Provides fixed route bus, express and community shuttles and paratransit – door-to-door – services in Broward County. The Broward MPO coordinates closely with BCT when developing and implementing Mobility Hubs.

Florida Department of Transportation (FDOT)

Functions as the designated recipient of FTA program funds for the non-urbanized areas of the State of Florida. FDOT also conducts various transit studies on behalf of cities, counties, and other municipalities around the state.

Federal Highway Administration (FHWA)

Division of the United States Department of Transportation that specializes in highway transportation. Mobility Hub funds are flexed from FDOT to the Federal Transit Administration.

Federal Transit Administration (FTA)

Provides Mobility Hub funding for projects in Broward County. As such, the FTA monitors compliance with these projects through their entire lifecycle, including post-construction due to certain federal requirements outlined in the next section. Through its regional office (Region IV) located in Atlanta, GA, FTA reviews and approves projects submitted by Broward MPO to ensure they meet the intent of the 5307 Urbanized Area Formula and other FTA grant program funds requirements distributed to, and through, the Broward MPO.

South Florida Regional Transportation Authority (SFRTA)

Works diligently to plan, develop, fund, and operate a seamless, safe, and efficient regional transportation system in South Florida. The Broward MPO coordinates closely with SFRTA when developing and implementing Mobility Hubs in proximity to Tri-Rail stations.





ELIGIBLE ACTIVITIES

The Federal funding used in the Mobility Hub Program is typically a Federal Highway Administration (FHWA) Flex allocation to Section 5307 FTA funds. Florida Department of Transportation (FDOT) Turnpike Enterprise provides a local match through a Transportation Development Credit.

Eligible activities for Section 5307 funds include:

- Planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; and
- Capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and
- Capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software; and
- Associated transit improvements and certain expenses associated with mobility management programs;
 - Historic preservation, rehabilitation, and operation of historic public transportation buildings, structures, and facilities (including historic bus and railroad facilities) intended for use in public transportation service;
 - Bus shelters;
 - Functional landscaping that serves a purpose other than aesthetic, including, but not limited to erosion control; storm water drainage; mitigating the effects of weather on passengers, including the provision of shade and windscreen;
 - Streetscaping, including benches, trash receptacles, and streetlights;
 - Pedestrian access and walkways;
 - Bicycle access, including bicycle storage shelters and parking facilities and the installation of equipment for transporting bicycles on public transportation vehicles;
 - Signage; or
 - Enhanced access for persons with disabilities to public transportation.
- Preventive maintenance; and
- Americans with Disabilities Act (ADA) complementary paratransit service costs (considered capital costs)

Typical items that the Broward MPO has funded utilizing the FTA funds include bus shelters, pedestrian-scale lighting, sidewalks, multiuse paths, bicycle lanes, pedestrian crossings, bicycle racks and trash cans.



Exhibit 2: Examples of Eligible Mobility Hub Elements



Exhibit 3: Examples of Eligible Safety Elements



Non-Eligible Elements

Improvements related to urban design - which can enhance both the pedestrian and driver experience and establish a strong, positive community identity - are **non-eligible** elements and will most likely require alternative sources of funding.

Improvements on private property must be coordinated with local governing municipality. Public easement/ROW may be required on private lands that utilize FTA funding for the duration of the useful life of all capital assets. The BMPO will **not** fund the acquisition of ROW for Mobility Hub projects

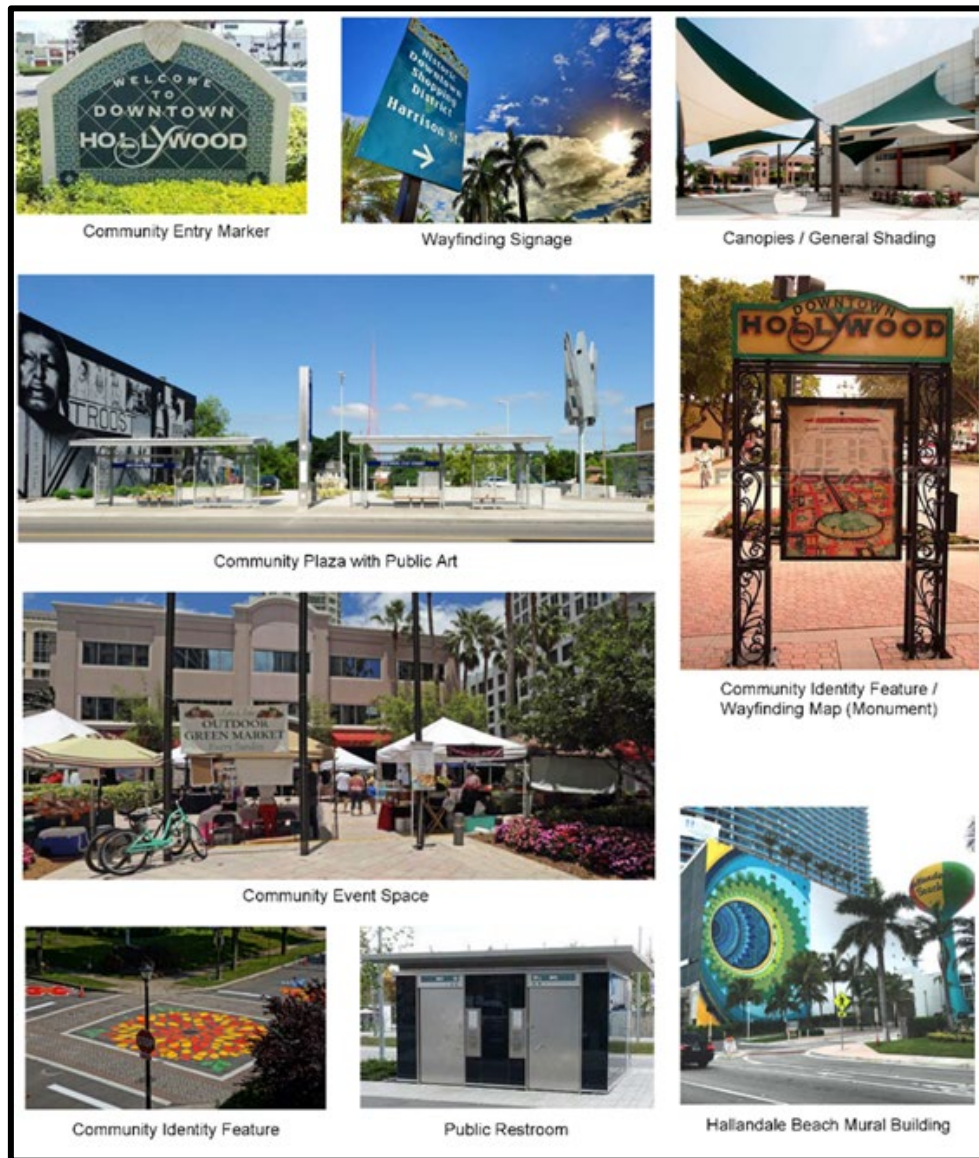


Exhibit 4: Examples of NON-Eligible Elements



APPLICATION PROCESS

Agencies can apply for Mobility Hub funding via an online project application that the BMPO has developed. Each year, the BMPO will announce the start of the application cycle which will last for a minimum of six (6) weeks. Applicants can apply for Mobility Hub funding for either a Mobility Hub Master Plans or Design and Construction. Once this application period has closed, the BMPO staff will review and the applications and rank them using the approved evaluation criteria. BMPO staff will then present the rankings to the Board with recommendations for funding. This is an annual application process for the BMPO. Pre-Application

The Broward MPO requires that all applicants meet with BMPO Staff before applying for Mobility Hub funding to ensure that applicants have a full understanding of what elements are eligible for funding and what will be required of them before, during, and after completion of the project. We are committed to the successful deployment of projects and will recommend alternative funding programs if the proposed Mobility Hub project does not meet the required standards of the program.

To schedule a pre-application meeting, contact Chadwick Blue (bluec@browardmpo.org).

Application Materials

A Mobility Hub project that is seeking BMPO construction funding must be *Program Ready*. The BMPO considers Program Ready to mean that the eligible projects demonstrate the following: a scope of work, partner collaboration, a cost estimate, resolutions of support and jurisdictional ownership from the governing authority, and public support.

Applicants will be required to submit documentation of all program-ready criteria.

Do not begin the application until ALL documentation is compiled. Applications that do not submit the required materials will not be considered for funding.



- **Scope of Work** - This includes the narrative description of the project's work requirement. It defines project-specific activities, deliverables, and timelines
- **Partner Collaboration** - The BMPO requires that any party that is impacted by the construction of the Mobility Hub project to be included in discussions during the planning process. This is to ensure seamless cooperation between all agencies



- **Cost Estimate** - A proposed project must include a cost estimate that includes the probable costs for all capital, design, and construction costs for the project. The FTA maintains a Capital Cost Database on the FTA's website that can be found at the following link: http://www.fta.dot.gov/12305_11951.html
 - Project/Application maximum for Mobility Hub Master Hub Plans is *\$400,000*
 - Project Application minimum for Design & Construction is *\$1,000,000*
- **Resolution of Support** - The BMPO requires a resolution of support from the municipalities commission or equivalent before funds can be made available for a project
 - This resolution must include a commitment to provide a professional, qualified staff person, with experience in project management, engineering and/or planning (or related field), who will be responsible for coordination with BMPO staff. This staff member will be responsible for coordinating all project compliance related activities, such as but not limited to, regularly scheduled progress meetings with BMPO, monthly monitoring reports, FTA milestone progress reports, monthly project invoicing, and updating project schedule.

Evaluation Criteria

Once an application has been submitted, MPO Staff will review and score the proposed project based on identified criteria and assign a score out of 110.

Evaluation of Mobility Hub applications will be based on three criteria:

- Market Readiness – the demand for mobility services at project location
- Network Readiness – the connections and adjacency to identified vulnerable corridors
- Sponsor Readiness – the willingness of the local government to support the Mobility Hub project.

Mobility Hub Program Overview



Criteria	Theme	Points	Description
Market Readiness	Equity	20	Project location analyzed using the MPO Equity Assessment alongside transit dependent population (zero car households) within a ¼ mile
	Accessibility	15	Number of Transit stops, educational facilities & community facilities within a ¼ mile alongside MySidewalk walkability score
	Economic Vitality	15	Projects are analyzed based on connections and adjacency to MTP Key Activity Centers, employment density, and population density
Network Readiness	Mobility	20	Frequency and ridership count of BCT and SFRTA within a ¼ mile
	Safety	15	Project is within a ¼ mile of a High Injury Network (HIN)
	Environmental Stewardship	15	Project is within a ¼ of an identified vulnerable corridor
Sponsor Readiness	Community Support	2	The applicant shows community support for the project
	Land-Use Policies	2	Planning & Land use policies encourage transit-supportive developments
	Public / Private Partnerships	2	The applicant shows the ability to or is planning on a public-private partnership
	Local Funding / Supportive Projects	2	Proximity to other multimodal transportation projects
	Past MPO Project Delivery	2	Applicant has successfully delivered a MPO funded project in the last 3 years (Yes=+2, No=+0, Failed to deliver funded project= -10)

Exhibit 9: Mobility Hubs Evaluation Criteria

Funding Award

Once the enrollment period ends and all scores have been assigned, recommendations for funding based on these scores will be brought before the MPO Board for approval. The top ranked applications will be first in line for funding with the number of awards depending on the appropriations / allocations. Once approved, funding will be assigned in the TIP and projects will begin to move through the Development Process.



FTA GRANT FUNDING APPROVAL

Prior to starting a Mobility Hub plan or project, the FTA must review and approve the use of FTA funding.

- *FTA approval in Transit Award Management System (TrAMS)* - The process to develop, complete and obtain approval from FTA through TrAMS can take 6 to 9 months. Once an application is submitted through TrAMS, it is reviewed by Region 4 FTA staff in Atlanta, Georgia. The approval process that a project application follows is below:
 - 1) **Initial Review** - After the grantee transmits the grant, the FTA Pre-Award Manager will review the grant in its entirety. At this stage, the FTA Pre-Award Manager will communicate with the grantee whether all the information is sufficient for further review or if changes are required
 - 2) **1st Level Technical Review** - After the initial review is complete; the FTA Pre-Award Manager then advances the grant to the 1st Level Technical Review. At this stage, the FTA Post-Award Manager and FTA Financial Analyst will review and sign off on the grant application. Additionally, grants with construction projects will also be reviewed (in parallel) by the FTA Regional Engineer and Civil Rights. Based on this review, the FTA Pre-Award Manager may send the grant back to the grantee for changes
 - 3) **2nd Level Executive Review** - After the 1st Level Review is complete; the FTA Pre-Award Manager then advances the grant to the 2nd Level Executive Review. At this stage, FTA senior staff will review and approve the grant application. Similar to the 1st Level Technical Review, these individual reviews are done in parallel.
 - 4) **Submission** - After the 2nd Level Review is complete, the FTA Pre-Award Manager assigns the Federal Award Identification Number (FAIN), at which point no additional changes can be made to the grant application. TrAMS then forwards a task to the grantee that indicates that the grant may now be submitted. Once the grantee submits the grant, the grant application is sent to Department of Labor (DOL) (if required). Once the DOL certification is received, the grant will be awarded within a few business days



DEVELOPMENT PROCESS

Once prioritized through the application process, a typical Mobility Hub project will go through a series of steps within two phases.

Phase 1

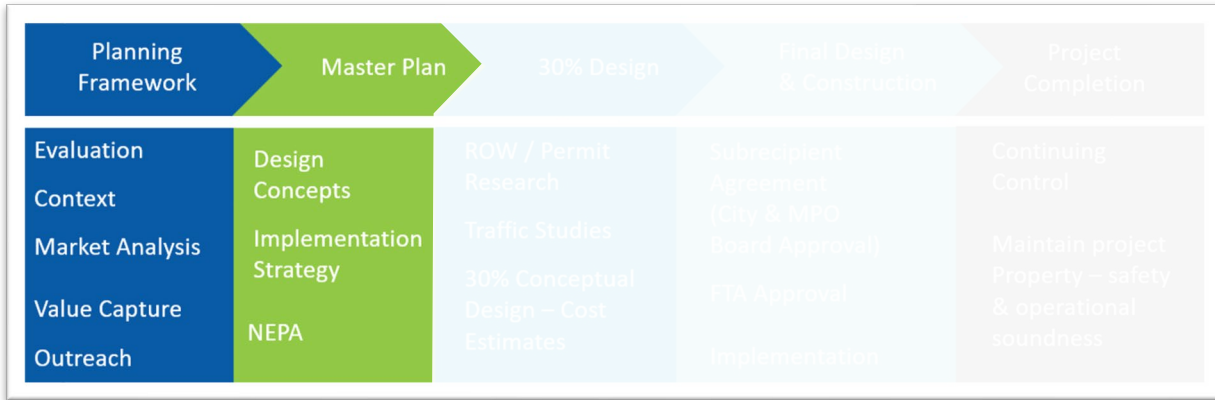


Exhibit 5: Mobility Hub Development Process Phase 1

Planning Framework

- *Evaluation, Context* - The Planning Context brings together key findings and recommendations from recent and ongoing planning efforts. It was developed to foster discussion among stakeholders and identify opportunities and considerations regarding the transportation network and physical features of a hub planning area.
- *Market Analysis, Value Capture* - The Market Analysis provides a baseline understanding of current market conditions, and what type and magnitude of development is likely in the near term. Input from the development community is considered to ensure Hub Master Plan design and policy recommendations are feasible, realistic, and supportive of adjacent land uses.
- *Stakeholder Outreach* - Partner agencies provide feedback to the BMPO during the development of a Mobility Hub, in addition to input from local stakeholders. These meetings are critical to a project’s success because the facilities constructed are often along roadways own and maintained by the State, County, or local governments. Local transit providers must be involved during project development.

Master Plan

- *Design Concepts* - Conceptual design and cost estimates for project elements, including near-term physical infrastructure improvements to be funded by the Broward MPO



- *Implementation Strategy* - Both near-term and ongoing actions are outlined, including coordinated implementation of MPO-supported near-term investments and longer-term Mobility Hub initiatives in coordination with the City and other sponsors and partners.
- *National Environmental Policy Act (NEPA) Documentation* – Environmental documentation must be submitted to the FTA in order to obtain a clearance and approval to begin design and construction of a Mobility Hub.

Phase 2

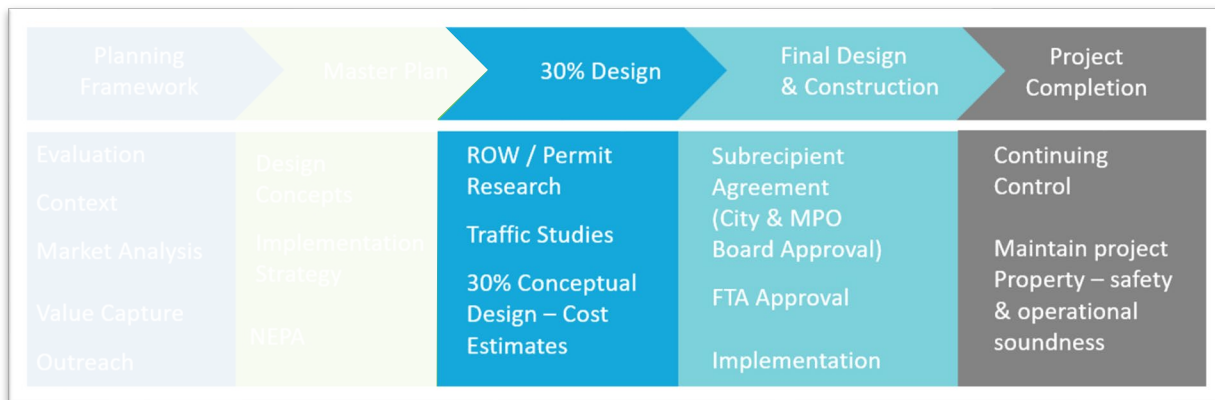


Exhibit 6: Mobility Hub Development Process Phase 2

Final Design & Construction

- *Subrecipient Agreement*
 - A subrecipient agreement between the awarded applicant and the BMPO is a requirement of receiving funding. This agreement outlines the roles and responsibilities of the applicant and the BMPO during the course of the Mobility Hub project. This agreement is required for both Mobility Hub planning studies and for capital construction. The subrecipient agreement needs to be approved by the applicants Commission prior to the BMPO Board’s approval.
- *Implementation* - The Broward MPO will oversee the subrecipients FTA compliance and assist with any Federal compliance related issues over the course of the design and construction. MPO staff will handle the reimbursement of funds back to the subrecipient, as well as the Federal reporting requirements in TrAMS. Annual NTD reporting will be completed by the subrecipient, with guidance provided by the Broward MPO.

Project Completion

Mobility Hub Program Overview



- *Project Monitoring* – This includes maintaining project elements in order to fulfil the required useful life of assets purchased with FTA funds.



CONTACTS AND LINKS

For questions, concerns, or additional information, please contact:

Chadwick Blue

Mobility Hubs Project Manager

BlueC@BrowardMPO.org

(954)-876-0051

For additional resources, please visit our website:

<https://www.browardmpo.org/current-projects-studies/mobility-hubs>

To apply for Mobility Hub Funding, please visit the link below:

[CLICK HERE](#)

